Procedure for Confirmation of Candidature (for EdD)  
(For students registered on or after September 1, 2010)

(a) The confirmation process starts approximately 2-3 months before the probationary period expires. A convenor will be appointed for the Supervisory Panel and a confirmation seminar will be arranged. The candidate is required to submit, at least a week before the confirmation seminar, the following in soft copies:

(i) substantial written materials reflecting the work accomplished so far in his/her candidature to the panel;
(ii) PowerPoint presentation for the confirmation seminar (if available) to the panel; and
(iii) an originality report generated by Turnitin on the written materials to the Office of Research (You should inspect the highlighted text from the beginning to the end of the originality report and consider whether the matching text constitutes plagiarism. Even a 1% similarity index does not automatically imply that a paper is free of plagiarism. Please consult your supervisor(s) if you are in doubt whether certain highlighted parts of your written materials are acceptable).

The candidate should seek timely advice from the primary and co-supervisors well before the confirmation process in preparing the written materials, which normally consist of draft thesis chapters, a research proposal, and if appropriate, a pilot study. The primary supervisor will be required to confirm, in the recommendation form in Appendix I, that he/she has considered the originality report and the written materials are original.

(b) A research seminar attended by the full Supervisory Panel is presented by the candidate normally no later than 2 weeks before the end of the probationary period. The presentation usually lasts for 25-30 minutes and is followed by 20-30 minutes of questions and discussion. The presentation allows candidates to demonstrate their understanding of key aspects of their research, to clarify and elaborate relevant research questions, and to receive feedback. Panel members unable to attend the seminar physically should participate by tele-conferencing or preferably video-conferencing. This seminar and other evidence, including submitted written materials and the probationary reports, form the basis for the panel’s recommendation to be made to the FHDC. This recommendation made on the prescribed form should be submitted by the Supervisory Panel to the FHDC no later than 1 week before the end of the probationary period.

(c) EdD candidates must pass all core courses before confirmation of candidature. EdD candidates who register on or after September 1, 2014 must also pass the Graduate School course on “Research Ethics for Graduate Studies” before confirmation of candidature.

(d) EdD candidates conducting research involving human participants are required to obtain ethical approval before confirmation of candidature.

(e) Before the end of the probationary period, the Supervisory Panel recommends to the FHDC that the candidature be confirmed or terminated, or the probationary period be extended.

The recommendation form for confirmation of candidature is in Appendix I.

Office of Research  
May 19, 2016
Supervisory Panel’s Recommendation for Confirmation of EdD Candidature

Name of Candidate: ____________________________  U.No.: ______________

Please comment on the progress of the student during the probationary period according to the following considerations:

A. Coursework Requirements:

1. Has the candidate completed all the 4 core courses for the EdD programme?
   □ Yes  □ No (please amplify)

2. Has the candidate completed the Graduate School course GRSC6029 Research Ethics for Graduate Students (for EdD students of 2014 cohort and onwards)?
   □ Yes  □ No (please amplify)

B. Ethical Clearance¹

Has the candidate obtained the necessary ethics approvals?
   □ Yes  □ Not yet  □ Not required

C. Research Seminar and Written Materials

1. Was the candidate able to articulate and clarify the research questions or hypotheses?

2. Was the candidate able to identify the literature which this study could support, reject, or modify?

3. Has the candidate developed a viable research design and demonstrated the capacity to complete a research degree satisfactorily?

4. In the presentation and responses to questions, did the candidate show a clear grasp of:
   - the major focus or contribution of the research?

   - the strengths, weaknesses, and limitations of the research?

5. Was the candidate able to understand and provide relevant responses to the questions raised?

¹ Please note that ethical approval is required before confirmation of candidature.
6. Does the primary supervisor consider the written materials free of plagiarism, after inspecting the originality report generated by Turnitin?

☐ Yes, the primary supervisor has inspected the highlighted text from the beginning to the end of the originality report and has confirmed that the matching text does not constitute plagiarism.

☐ No

D. Overall Comments

1. Do you anticipate that this research will face problems if it continues as it is? If yes, please attach a copy of the written advice that has been given to the candidate.

2. Do you believe that the proposed research can be completed within the maximum period of study? If no, please attach a copy of the written advice that has been given to the candidate.

3. Other Comments:

Recmmendations to the FHDC:

☐ Confirmation of candidature without conditions

☐ Confirmation of candidature subject to the following condition(s) (please specify the condition(s) and any time limit):

☐ Extension of probationary period for _______ months:

A further confirmation seminar after the extended probationary period is / is not required (please delete as appropriate).

Advice to the student for improving his/her work during the extended probationary period (please specify):

☐ Termination of candidature (please provide reasons):

Signature: ______________________________

Convenor’s Name: ______________________________

Date: ______________________________

05/2016

2 If the panel members are not able to agree on a recommendation, the matter should be referred to the Chairperson, FHDC as soon as possible.